

LEHIGHTON AREA SCHOOL DISTRICT

Jonathan J. Cleaver, Superintendent
Brian D. Feick, Business Administrator
1000 Union Street, Lehigh, Pennsylvania 18235
Telephone: 610-377-4490 Fax: 610-577-0032

“Partnering with students, families, and community to provide opportunities for life-long success through academic excellence and individual growth in a safe and supportive environment.”

Elementary Center Transition Team Meeting Monday, July 24, 2017 – 3:00 p.m. Administration Building

In Attendance: James Blakeslee, Jonathan Cleaver, Denise Gerber, Suzanne Howland, Chris Knappenberger, Sean LeDonne, Kimberly Lusch, Rhonda Rupell, Jessica Scholl, Aaron Sebelin, Karen Shaffer, Kristin Simmons, Timothy Tkach, Jan Wentz, Rhonda Zerbe

Mr. Cleaver thanked everyone for attending the meeting.

Reviewed the minutes from the meeting on June 12, 2017.

Mr. Cleaver assigned committee members to sub-committees.

Sub-Committees:

Transitioning Staff

Jonathan Cleaver
Kim Lusch
Wanda Rousenberger
James Blakeslee
Kristin Simmons

Transitioning Students

Tim Tkach
Chris Knappenberger
Rhonda Zerbe
Jessica Bruch
Amanda Rex

Transitioning Parents

Sean LeDonne
Jan Wentz
Denise Gerber
Lisa Schatz
Ashley Lichtenwalner

Closing Schools

Aaron Sebelin
Rhonda Rupell
Jessica School
Tiffany Strausberger

Opening Schools

Suzanne Howland
Mark McGalla
Karen Shaffer
Megan Scimeca

Mr. Cleaver gave each sub-committee a handout of scenarios from schools that have transitioned.

Mr. Sebelin stated that Shull-David is having a planning meeting for closing of the school on August 1, 2017.

Mr. Cleaver said teachers will be given boxes to start packing in the beginning of the 2017-18 school year. There will be plenty of cabinets and furniture in the new building.

The sub-committees took 30 minutes to brainstorm.

“Educating together to prepare our students for life’s journey.”

“Commitment to Excellence”

Each sub-committee presented their thoughts:

Transitioning Staff

- Staff should be given a building entrance time line (set up classroom)
- Need to know number of boxes for staff with grade assignment and room number
- Team building activity
- Parking assignments (spots)
- Room layout
- Possible survey
- Flex hours
- Dumpsters location at current buildings
- FAQ sheet
- Training (phone/lights/tech system)
- Building layout, copiers, faculty rooms, mailbox layout
- Kevin Long will be head custodian
- Office staff assignments

Mr. Cleaver is hoping to have staff assignments by Thanksgiving of this year.

Transitioning Students

- Have principal and guidance talk to students
- Open house for students to tour the new building (May/June) or during summer and have a social gathering after
- Pictures of the new building (interior/exterior) on the website for students to view with teachers at end of this school year
- Have class lists ready before students leave this school year
- Open houses for each grade level, involve bus company
- Open house for parents
- Open house for community
- Community sponsor night/wellness fair

Transitioning Parents

- PTO re-alignment
- Use PTO's as liaison to share accurate information
- Building Tours including an Q&A session
- Transportation
 - Bus
 - Parent Drop Off/Pick UP
 - Safety/Security
- Procedural Changes
 - Lunch
 - Encores/Schedules
 - Recess
 - Field Trips
 - SWPBS
- Informational Pipeline
 - Update website often
 - Share information
 - Staff introduction – book with staff pictures—fact to name

School Closing

- Ask local media to do a monthly update on a school
- Ask alumni to come back
- Shull-David is planning a fall night from 5:00-8:00 to reminisce and share
- Staff working on school closing
 - Shull-David – Beth Cressley & Melanie Dillman
 - Franklin – Brenda Eckley
 - East Penn – Rhonda Zerbe
 - Mahoning – Shirley Rodgers & Vicky Kocher
- Time capsules to new building? New time capsule for elementary center.
- Student artwork, materials, yearbooks, memorials, etc. at new building.
- Display cases—different eras from the 1950's to present
- Students spirit weeks

School Opening

- Open houses—multiple events
- Offering extra courses for parents (K-12)
- PTO's have a lot of good ideas
- Volunteers to direct people the first few days
- Contact the media
- Something special on the first day
- Use students to create a virtual orientation
- PowerSchool alerts
- Kid-friendly decorations
- Have timelines
- Create new handbooks, planners

Next meeting TBD.

Meeting adjourned at 5:00 p.m.